PROCESS MAP OF ACADEMIC SENATE RESOLUTIONS

INDIVIDUAL OR ORGANIZATION
Submits ideas, requests, recommendations and complaints to the Academic Senate.

ACADEMIC SENATE OFFICE
Senate Chair reviews and routes information to the Executive Committee or appropriate committee.

EXECUTIVE COMMITTEE
A. Takes care of the matter, if possible.
B. Refers matter to appropriate committee(s) for study or action.
C. Indicates to individual or organization what action has been taken.
D. Creates a task force

Academic Affairs Committee
A. Reports findings and policy recommendations in Resolution Form to the Executive Committee.

Academic Support & Student Services
B. May Refer back to Executive Committee.

Budget & Planning Committee
C. Indicates to individual or organization what action has been taken.

Faculty Affairs Committee
D. Refers the resolution back to the originating committee(s).

EXECUTIVE COMMITTEE
A. Sends numbered resolution to the Academic Senate.
B. Indicates to individual or organization that action/no action was being taken.

ACADEMIC SENATE
A. Approves numbered resolution and sends it to the President for approval and signature and/or information. Forwards to the Provost’s Office for processing.
B. Forwards sentiment of faculty for information to the President and Provost.
C. Defeats the resolution or takes no action.
D. Refers the resolution back to the originating committee(s).

PRESIDENT OF UNIVERSITY
A. Approves/Accepts Senate Recommendation or sentiment. Sends letter to Senate Chair.
B. Confers with the Senate on recommendations not approved; may suggest changes.

ACADEMIC SENATE
A. Updates Senate Database
B. Catagorizes Resolution
   • Handbook Changes
   • Policy (new or modified)
   • New Initiative
   • Faculty/Sentiment/State-wide Senate
   • Curriculum
C. Provost confers with President on Policy, New Initiative or Other item before forwarding to appropriate VP
   • Provost & Vice President of Academic Affairs
   • Vice President of Student Affairs
   • Vice President Business & Admin Svcs.
   • Vice President of University Advancement
D. Forwards Handbook Changes to Office of the Provost/VPAA
   • Revises Handbook
   • Posts to Web
E. Prepares appeal status report

The Vice President identifies Lead(s), forwards to appropriate Unit/Office and completes Monitoring Grid
LEAD(S)
• Takes responsibility for resolution
• Gives initial feedback
• Timeframe
• Outcome
Yearly Status Report
Submitted to the President and the Academic Senate.
• Action Underway
• Planning Underway
(• Action on hold; Awaiting Resources; Time)
• Action Delayed
(• Action not resourced)
• Action Completed

AS-Process map of Academic Senate Resolutions, Revised August, 2013